



SEATTLE
HUMAN
SERVICES

Youth and Family Empowerment

2014 Summer Youth Internship



**ACT QUICKLY!
LIMITED NUMBER OF
SLOTS!**

SYEP invites Seattle youth, ages 15–17 years old, to apply for its summer internship program.

SYEP interns will improve workplace skills, gain valuable work experience, get connected to the community and earn money!

Interns will work up to 25 hrs/wk at \$9.32/hr between late June and mid August 2014.**

This is only the beginning! Ask your counselor about enrolling in our Year Round Program in August. The Year Round program helps you achieve your educational goals.

**** Subject to change**

Who is eligible?

Youth who:

- Are between ages of 15-17 years old as of Tuesday, April 15, 2014
- Live in Seattle city limits
- Currently attend a Seattle public high school
- Come from a low-income family
- Possess educational and/or employment barriers (see pages 1 and 3 of application)

How to apply?

Pick up an application at the SYEP Office starting on March 3, 2014. Applications are not mailed out, faxed or available online.

How to submit an application?

Complete applications will be accepted until all spaces are filled or by close of business on Tuesday April 15, 2014. Applications received after April 15, 2014 will be placed on a waiting list. No Applications will be accepted after July 1, 2014. **Applicant must bring the application packet, their original SSC and a current original photo id** (See checklist on back with asterisked * items for details)

We are located at:

SYEP
The Central Building
810 Third Avenue, Suite 420
Seattle, WA 98104

Business Hours:

Monday-Friday, 8:00 am– 5:00 pm

Seattle Youth Employment Consortium is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.

Seattle Youth Employment Program (SYEP) —FAQs/Checklist

How are participants selected?

Youth who turn in a complete application **and** are determined to be eligible will be enrolled on a **space available basis**. Other applicants will be placed on a waiting list. The sooner you apply, the better your chances of being accepted into our program. Please act quickly! There are a limited number of spaces.

A criminal background check is required to determine placement.

What is a complete application?

Answering all questions, signing, dating and supplying all required documents that are asked for.

Please use the checklist below to assist you in completing the Application process.

- ☐ **The application** (pages 1—8) answer all questions and ensure areas for signatures/date fields are filled in.
- ☐ **Attachment of the following additional documents:**
 - ☐ **Income Verification**— see page 2 of application for documentation examples
 - ☐ **Barriers Verification**— see pages 1 & 3 of application for documentation examples
 - ☐ **Address Verification**— example: academic history, transcript, rent receipt, utility bill
 - ☐ **Age Verification**— example: academic history, transcript, WA ID, birth certificate
 - ☐ **Your Academic History/Transcript**—You get this from your school office/counselor
 - ☐ ***Social Security Card (SSC) - Original card** not a copy— For verification, We will make a copy
 - ☐ ***Photo ID**— Your original unexpired Photo ID (example: School ID, WA State ID, Tribal ID, Passport) — For verification, We will make a copy

FOR NON US CITIZENS ONLY - BRING the ORIGINAL unexpired document of the following:

- ☐ ***Permanent Resident Card** — For verification, We will make a copy

OR

- ☐ ***I-94 with your foreign passport.** — For verification, We will make a copy

And If applicable, your

- ☐ ***Employment Authorization card.** — For verification, We will make a copy

Only the original application is accepted. No faxes or copies.

Who to call if you need help with the application?

SYEP: Call 206-386-1375 TTY: 206-233-2778

or e-mail youthservices@seattle.gov.